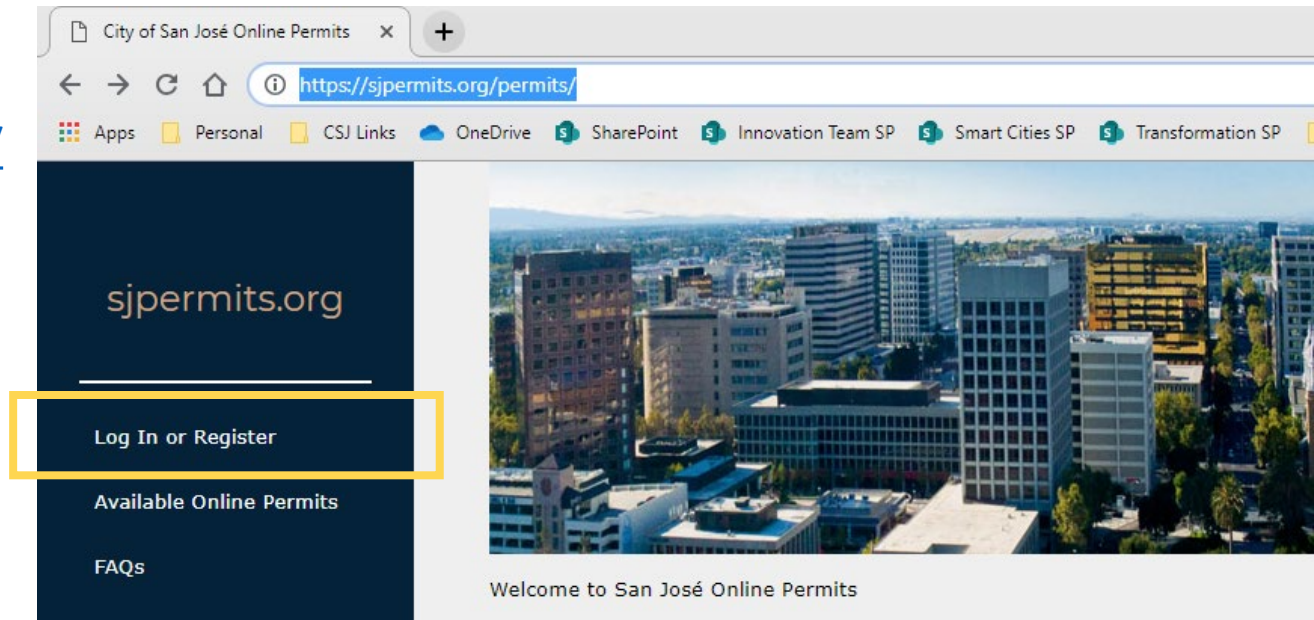


Applying for a Water Heater Permit – Single-family or Duplex

A step by step guide to SJPermits.org

1. Navigate to <https://sjpermits.org/permits/>
2. Select “Log In or Register”



3. Enter your Log In information and select Log In

A screenshot of the 'Log In' page on the City of San José Online Permits website. The dark blue sidebar on the left contains the 'sjpermits.org' logo and a list of links: 'Log In or Register', 'Available Online Permits', 'FAQs', 'Resources', 'Get Development Updates', 'Privacy Policy', and 'Feedback Form'. The main content area is light gray and titled 'Log In'. It includes the instruction 'Log in to apply for an online permit.' and a note: 'If you have more than one account, use your Login ID.' Below this, there are two input fields: 'Login ID or Email' with the placeholder text 'ENTER LOGIN ID OR EMAIL' and 'Password' with the placeholder text 'ENTER PASSWORD'. Each input field has a small icon to its right. A link that reads 'I forgot my password or Login ID' is positioned below the password field. At the bottom of the form is a brown 'Log In' button.

4. Select the first radio button for “Obtain a self-administered permit online” and click Continue.

Service Requests

☒ Obtain a self-administered permit online (Property Owners and State Licensed Contractors Only). See list of [Permits Available](#).

☐ Check applications and status Group: Status:

☐ Obtain Building Permit Fee Estimates. [See Fee Estimate Help](#).

☐ Multiple Housing Residential Occupancy Permit Renewal.

☐ Pay Fees on Existing Applications.

☐ Request Inspection.

5. Enter the address where the water heater will be installed and click Continue.

Job Site

Street Number:

Direction:

Street:

Suffix:

Name of Project:
Owner, Tenant, Store Name

For apartments list the specific apartment unit number where the work is being performed below

Unit #:

6. Select your address from the listed options.

» Step 1: Select Job site

Step 2: Select permit type

Step 3: Select use

Step 4: Select permit info

Step 5: Select fixtures

Step 6: Sign Application

Step 7: Process application

Step 8: Checkout

Number of properties matching search criteria - 1

Now displaying properties 1 through 1

Address	Type	Zoning	Status
801 N 1ST ST SAN JOSE	Public	R-1-8,CO	Active

Page 1 of 1

7. Select “1 & 2 Family Detached Dwellings” from the Permit Type drop down and select “No” radio button. Then click Continue Application.

Step 1: Select Job site

» Step 2: Select permit type

Step 3: Select use

Step 4: Select permit info

Step 5: Select fixtures

Step 6: Sign Application

Step 7: Process application

Step 8: Checkout

Building Permits

Permit Type: 1 & 2 Family Detached Dwellings ▼

Is this application for work or a building type listed above?

☒ No

☐ Yes (Application allowed but City approval required prior to issuance)

Continue Application >>

8. Select the type of property (Duplex or Single Family) from the drop down.

Select use

Issue Simple Permits

State Licensed contractors and property owners may self-issue a limited selection of simple permits (no building plans required) via the Internet. Select [Permits Available](#) to see what permits can be obtained on-line. This process will allow you to:

- Complete and submit a permit application
- Pay the permit fees
- Digitally sign the permit application
- Issue your own permit.

Major Use:

Work Proposed:

A separate sub-trade application must be submitted for each unit of a multi-family dwelling. For reroof permits apply for the permit under the lowest listed street number in the building.

Contin

Duplex

Single Family

9. Select “Sub-Trades Only” and click Continue.

Major Use:

Single Family

Work Proposed:

Sub-Trades Only

A separate sub-trade application must be submitted for each unit of a multi-family dwelling. For reroof permits apply for the permit under the lowest listed street number in the building.

Continue >>

10. Review the Permit Details and Permit People in the screen shown. If the information is correct, click Continue. If you need to make corrections, click Reset and start over.

Step 1: Select Job site

Step 2: Select permit type

Step 3: Select use

» Step 4: Select permit info

Step 5: Select fixtures

Step 6: Sign Application

Step 7: Process application

Step 8: Checkout

Permit Details

Permit Number	Address	Permit Type	Folder Name	Major Use	Work Proposed	Status	Description
2019 131948 RS	7112 ECHO LP SAN JOSE	1 & 2 Family Detached Dwellings		Single Family	Sub-Trades Only	Intake	

Permit People

Contractor	TEST CONTRACTOR CONTRACTORS R US 200 E SANTA CLARA ST SAN JOSE CA	Work: (408)535-3555 Fax: (408)292-2222
Billing Applicant	TEST CONTRACTOR CONTRACTORS R US 200 E SANTA CLARA ST SAN JOSE CA	Work: (408)535-3555 Fax: (408)292-2222
Applicant	TEST CONTRACTOR CONTRACTORS R US 200 E SANTA CLARA ST SAN JOSE CA	Work: (408)535-3555 Fax: (408)292-2222
Owner	STECKMEST THOMAS L TRUSTEE & ET AL 7112 ECHO LOOP SAN JOSE CA 95120-4715	

Reset

Continue >>

11. Scroll down to the bottom of the page and enter the number of Water Heaters in the “Water Heater, Replacement” box and click Continue.

Permit Details							
Permit Number	Address	Permit Type	Folder Name	Major Use	Work Proposed	Status	Description
2019 131948 RS	7112 ECHO LP SAN JOSE	1 & 2 Family Detached Dwellings		Single Family	Sub-Trades Only	Intake	

Certain fixture selection may automatically select related fixtures if necessary. You will see this change when you go to the next page.

Permit Fixtures	
Fixtures	Quantity
Electrical Fixtures (Elec)	
Air Conditioning (E)	
Appliance, Multiple Replacement (E)	

Plumbing Fixtures (Plbg)	
Fixture, Multiple Replacement (P)	
Fixture, New (P)	
Fixture, Single Replacement (P)	
Gas Earthquake Valve (P)	
Gas Line Re-test (P)	
Property Line Clean Out (P)	
Re-Pipe, Gyp & Shear Repair (P)	
Re-Pipe, Gyp Repair (P)	
Sanitary Sewer Replacement (P)	
Water Heater, Replacement (P)	1
Water Service, Replacement (P)	
Water Softener Installation	

Reset Continue >>

12. Review the Permit Details, Permit Fixtures and Fees. Click Continue.

Permit Details

Permit Number	Address	Permit Type	Folder Name	Major Use	Work Proposed	Status	Description
2019 131948 RS	7112 ECHO LP SAN JOSE	1 & 2 Family Detached Dwellings		Single Family	Sub-Trades Only	Intake	

Permit Fixtures

Group	Fixture	Quantity
Plbg Fixture	Water Heater, Replacement - SFR (P)	1

Fees

Description	Amount	Bill Number	Paid in Full
Plbg Prmt - AO	125.00		
Record Ret/Dup	20.00		
PL - Citywide Planning Fee - Building Inspection	14.00		
Total Fees: \$159.00			

Continue >>

Cancel

13. Sign the application by providing your contractor information including workers compensation information. After submitting all required information, click Continue.

City of San Jose Building Permit			
APPL/PERMIT #:2019 131948 RS		Date:7/31/2019	
PROJECT ADDRESS: 7112 ECHO LP SAN JOSE		UNIT#:	
ASSESSOR PARCEL #:58125038		CITY: San Jose/Santa Clara County	
<div><div>APPLICANT NAME: Contractor TEST</div><div>MAILING ADDRESS: 200 SANTA CLARA ST</div><div>CITY/STATE/ZIP: SAN JOSE, CA</div><div>PHONE: <input type="text"/></div><div>FAX: <input type="text"/></div><div>E-MAIL ADDRESS: <input type="text"/></div><div>TENANT COMPANY NAME: <input type="text"/></div><div>OWNERS NAME: STECKMEST THOMAS L TRUSTEE & ET AL</div><div>OWNER PHONE: <input type="text"/></div><div>OWNER FAX: <input type="text"/></div><div><small>(Jurisdictions may require written approval from the owner.)</small></div></div> <div><div><input type="checkbox"/> Architect</div><div><input type="checkbox"/> Engineer</div><div>LICENSE/REGISTRATION #: <input type="text"/></div><div>NAME: <input type="text"/></div><div>COMPANY NAME: <input type="text"/></div><div>MAILING ADDRESS: <input type="text"/></div><div>CITY/STATE/ZIP: <input type="text"/></div><div>PHONE: <input type="text"/></div><div>FAX: <input type="text"/></div><div>E-MAIL ADDRESS: <input type="text"/></div></div>			

b)On every level of a dwelling unit including basements.

I hereby verify that smoke alarms and carbon monoxide alarms have been installed in compliance with current California codes and all alarms have been tested and are functional for the above permit.

Signature: ☒ **Checking this box constitutes your signature to a legal and binding document** **Date:**7/26/2019

I am the (check one) ☒ **Contractor** ☐ **Property Owner**

NOTE: This self-verification is only to be used where access to the interior of the building by the City of San José Building Inspector is not required during the course of construction.

Continue >>

14. Review Permit Details and click Continue.

Permit Details

Permit Number	Address	Permit Type	Folder Name	Major Use	Work Proposed	Status	Description
2019 131135 MF	801 N 1ST ST SAN JOSE	Multiple Attached Dwellings	WATER HEATER REPLACEMENT (P)	Apartment	Sub-Trades Only	Intake	

You can go back and review or change any information up to this point using your browser's "Back" button.

Select "Continue" to initiate permit processing and move to the next step

Select "Cancel" to terminate this permit and return to the main menu

15. If you want to add another permit to your application, you can do so by clicking "Apply". Otherwise, click "Checkout" to pay for your permit application.

Permit Details

Permit Number	Address	Permit Type	Folder Name	Major Use	Work Proposed	Status	Description
2019 131135 MF	801 N 1ST ST SAN JOSE	Multiple Attached Dwellings	WATER HEATER REPLACEMENT (P)	Apartment	Sub-Trades Only	Technical Review	

Do you want to apply for another permit?

New Permit

Same Permit (Permit type, Major Use, Work Proposed, Info, and Fixtures), different address

16. If paying by credit card, you can complete the transaction using the form listed. Otherwise, you will need to visit City Hall to pay for the permit with cash or check.

Permit Number	Address	Project	Reference Number	Bill	Amount	Pay	Add	Remove
2019 131135 MF	801 N 1ST ST SAN JOSE	WATER HEATER REPLACEMENT (P)		1292702	\$159.00		Add	Remove

Clicking remove will remove the billed amount of the associated permit from your payment window. Checking add will add a removed bill back to your payment window.

You may pay by credit card on line or complete the process to this point and go to City Hall to pay for the permit.

Are you paying with a company Credit Card?

☐ No

☐ Yes

(any refund will be made payable to the company)

Company Name:

Payment Amount (\$):

Your permit is complete once payment is received.